

If you are a volunteer with the Heard Museum Guild and you would like to use an iPhone Volgistics App to log your service hours, then please follow the instructions and illustrations outlined in the document.

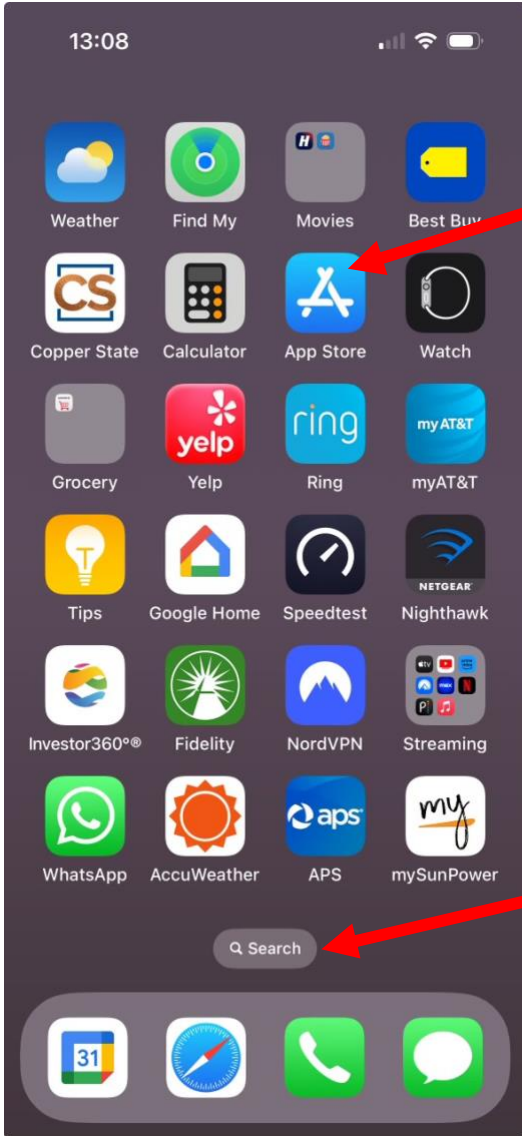
Note this guide is ONLY for Apple iPhone users. If you have an Android phone, there is a separate guide for those devices.

Notice: some older iPhones or iPhones which are not running the latest Apple software (as of April 10, 2024) may not display or present information in the identical fashion as the screen shots and explanations described in the guide.

Please follow the instructions on the subsequent pages using the notes as outlined for each step in the process of downloading and initial VicNet Log-In process.

Once you have downloaded and installed the VicNet app on your iPhone and logged in once, the next time you wish to enter your volunteer hours, you merely need to click the VicNet app. The entry screen for the VicNet app is nearly identical to screen that you see when you log into Volgistics via an internet browser.

In preparation to download the Volgistics app, you will need to locate the Apple “App Store” icon.



Locate the Apple App Store app.

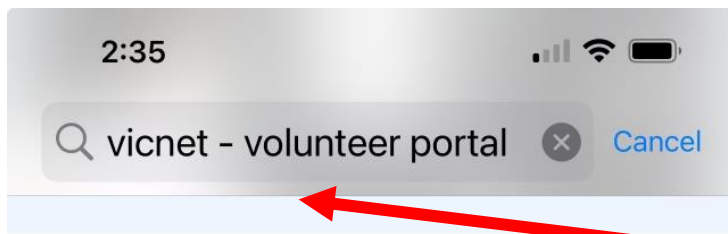
This is what the App Store icon looks like. Depending upon the number of apps on your iPhone, you may need to scroll through several screens (or search for the app – see below).

Search for Apple App Store app.

If you cannot easily locate the App-Store app, then you can search all of your apps using the Search Button.
Type “App Store”

Clicking the App Store icon opens the App Store. Use the search window to search the App Store to find and install the Volgistics App (which is called [VicNet](#)).

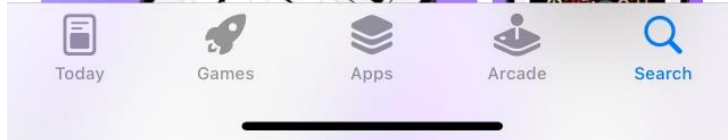
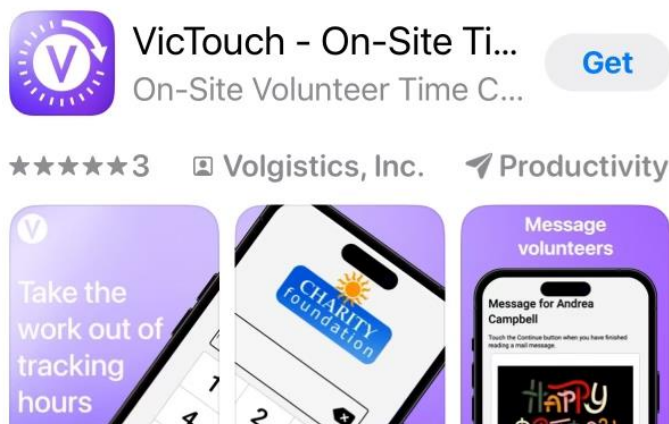
Enter “VicNet – volunteer portal” in the search box and you will see a screen with the following image. In response, click the “Get” button.



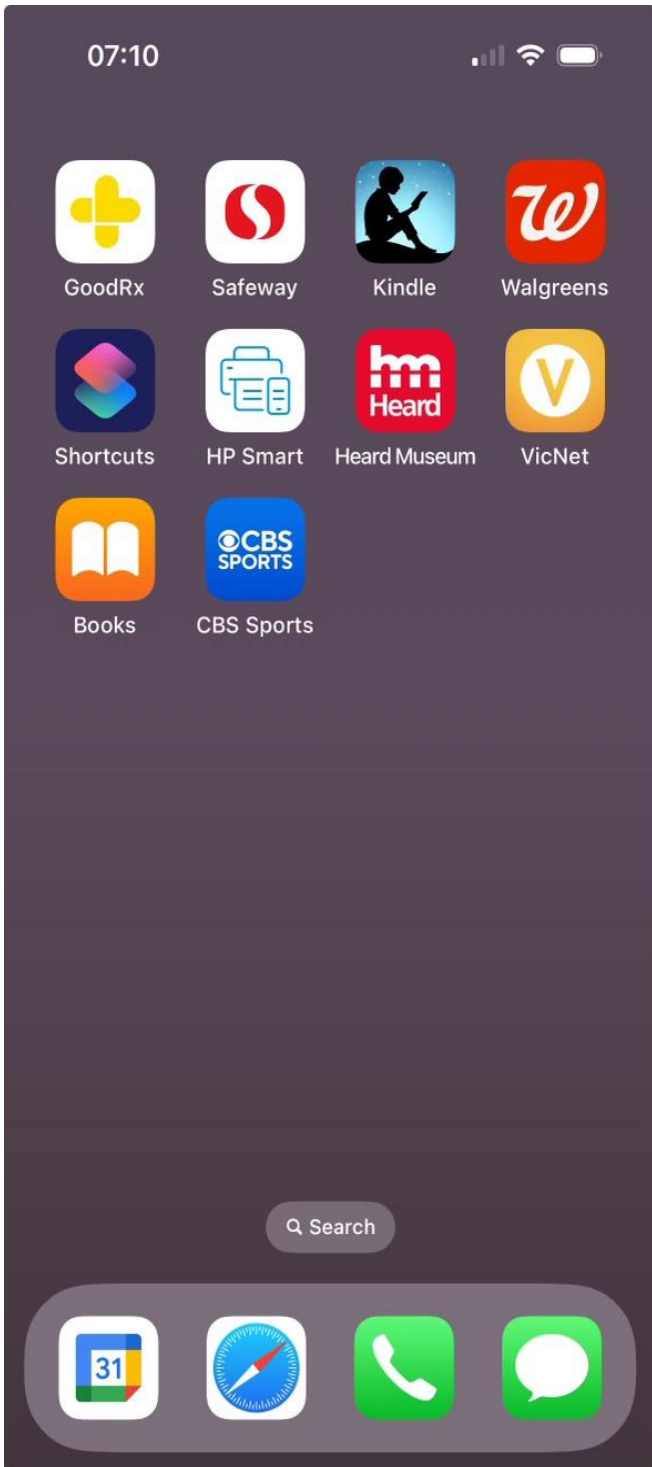
[1] Search for the VicNet application within App Store app.
Type “VicNet – volunteer portal” in the search box (the magnifying glass) and hit return.



[2] Download the VicNet application.
Your screen may display several options. Locate the VicNet icon. Click the “Get” button for VicNet

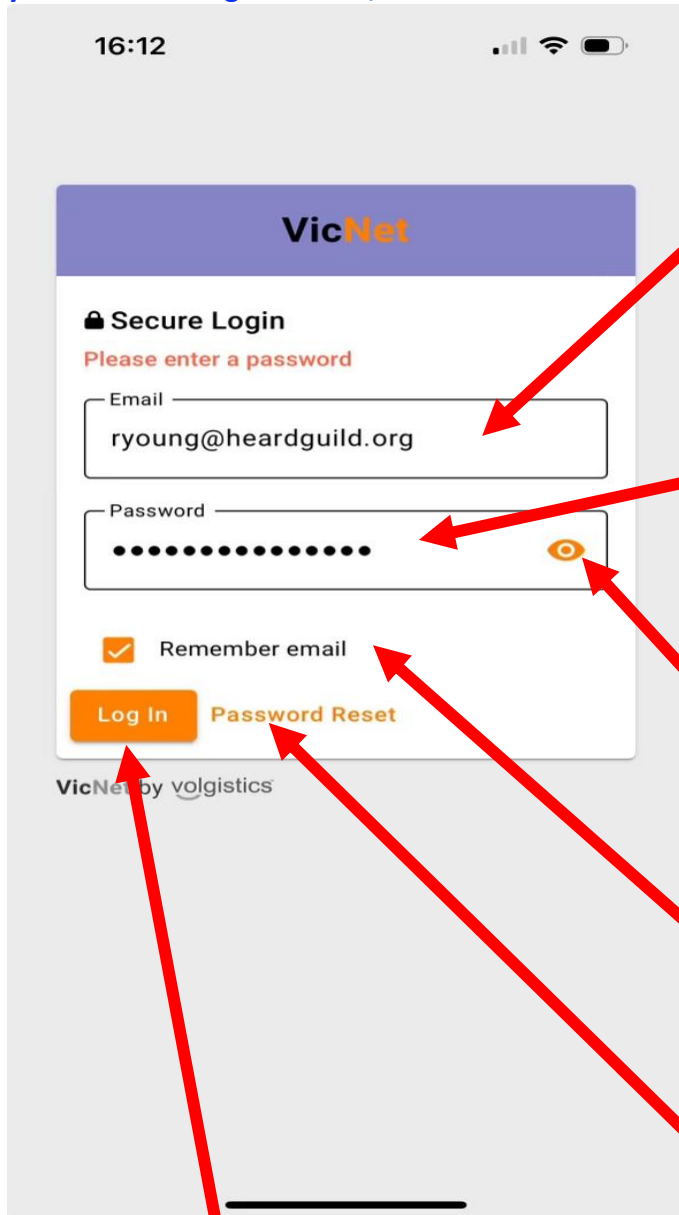


Once you have downloaded the VicNet app, then you will find it on one of your home screens. Since most iPhone users have many apps, it's difficult to identify on which screen you will find the VicNet app. Look at the example below.



Locate the VicNet application.
Click the "VicNet" icon to **launch** the application and follow the instructions on the next page.

Once you have downloaded and launched the [VicNet App](#) (see prior page), you will see a Log-In screen; follow the instructions below.



[1] Enter your Guild member email.
This is the email address associated with your Guild membership account.

[2] Enter your Guild member password.
This is the password associated with your Guild membership account.

[3] View your password as you type.
If you would like to view your keystrokes as you type, then click the eyeball (small orange icon) to reveal the text as you type it.

[4] Select "Remember email" checkbox
Click here if you want to launch VicNet in the future WITHOUT requiring the entry of email and password.

[5] * Password Reset *****
If, and only if, you have forgotten your password, then CLICK the "Password Reset" link and follow the instructions on pages 8-9 of this guide.

[6] Complete the Log In process
When you have entered and reviewed all of your membership information, then click the "Log-In" button.

IMPORTANT NOTE:

If you have forgotten your password, or you want to change your password, go to pages 8-9 for instructions.

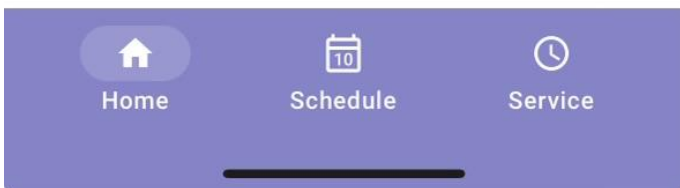
Remember, if you click "Remember email" you will not be required to provide your email or password when you open the VicNet app after that.

After the initial Log-In process, simply click the VicNet app and you will see the "Home" screen.

Please follow the same process to post your volunteer hours using the VicNet app as you would if you were posting your hours using Volgistics in an Internet Browser.

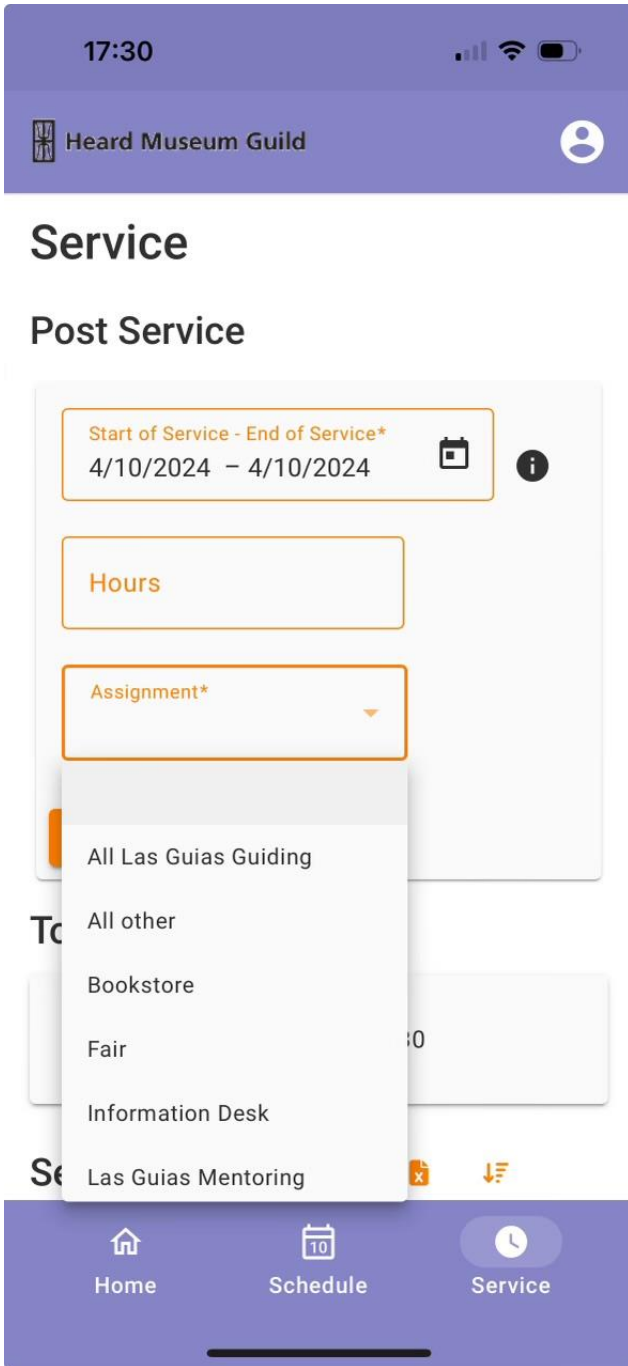


Select the "Service" icon.
Once you select the "Service" icon your next screen will be nearly identical to the screen you would view if you were using an Internet Browser.



Below is an example of the VicNet screen that appears when you have chosen the "Service" button as described on the prior page.

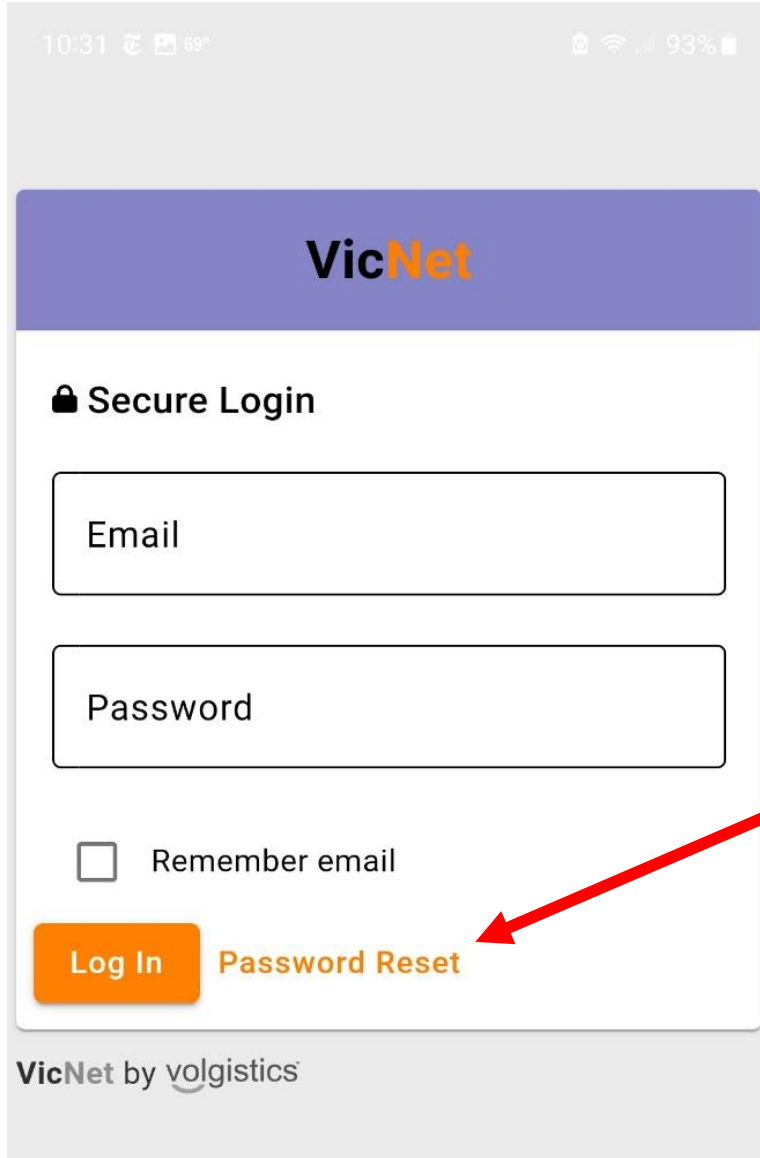
At this point, the screen (as displayed by the VicNet app) is identical to the page you would normally see when posting your hours via an Internet Browser.



**Forgot You Password?
Want to Change Your Password?**

If you can't remember your password during the VicNet setup, or you want to change your password, then follow these steps:

[1] Click the "Password Reset" on the login page.



CLICK the "Password Reset" link if you forgot your password or you want to change your password.

(continued on the next page)

[2] You will receive an email from "Heard Museum Guild".
See the example below.

Page 9

[3] Follow the email instructions in the email to reset your
Guild member Password.

[4] Please remember/record this password for future use.

From: "Heard Museum Guild" <memberrecords@heardguild.org>

Subject: Logging in to Guild Records

Date: April 11, 2024 at 18:23:01 MST

To: < your email address >

Reply-To: memberrecords@heardguild.org

Below is the password information you will need in order to log in to your Personal Guild records and other restricted material like the Membership Roster.

Go to our website, www.heardguild.org, and select from the My Records menu at the top of the page.

Please click [here](#) to reset the password for Rick Young (Coordinator). For security reasons, this link is only valid for 24 hours.

It is recommended that you create your own personal password to access your records and Guild restricted material.

If you would like to change your password at any time, log in to your Personal Guild Records using your password as shown above. You can then click on the "Account" tab and make your changes.

Please note: New passwords must be at least 8 characters long and must contain a combination of letters and numbers.